

YOUR IMMIGRANT VISA APPOINTMENT

In order to prepare for your visa interview, please read the following instructions carefully.

FIRST: Fill out Form **DS-230 (Application for Immigrant Visa and Alien Registration)**. You must answer all questions. If your spouse and/or children are applying for a visa with you, each must completely fill out a Form DS-230.

SECOND: Obtain the documents on this list that are applicable in your case, but DO NOT send them to this office. Take them to the Consular Section on the day of your visa interview.

- **PASSPORT:** The passport must be valid for travel to the United States and must have at least six (6) months of validity left from the date the visa is issued.
- **VISA FEE:** Unless the fee has been paid for you in the United States, you must be prepared to pay the **non-refundable fee** in U.S. dollars or the equivalent in Venezuelan bolivares per applicant. We can only accept payment in one currency (i.e., you must pay the total entirely in U.S. dollars or entirely in Venezuelan bolivares). We accept cash, Visa and MasterCard credit cards (credit cards will be charged in U.S. dollars). We do not accept checks or debit cards.
- **PHOTOGRAPH:** Two (2) recent COLOR photographs (taken no more than six months ago) for each applicant, with a white or off-white background, unretouched, with no border, and showing the applicant's ears. The measurements must be 2 inches x 2 inches. The person must be looking directly at the camera (cannot be looking to the side, up or down), and the face must cover 50% of the surface area of the photograph. There is a service on-site at the Consular Section that can provide this photography at a reasonable cost in Venezuelan bolivares.
- **BIRTH CERTIFICATE:** An original birth certificate for each applicant and for the petitioner. A birth certificate must be presented for each child under age 21, even if that person is not applying for a visa with you at this time. The date/place of birth and the name of the parents must be shown on the birth certificate.
- **MARRIAGE CERTIFICATE:** If you are or were married, you must present a copy of your marriage certificate. You must also present proof of termination of any previous marriage, such as a death certificate, divorce decree or evidence of annulment. The same requirements apply to the petitioner.
- **EVIDENCE OF RELATIONSHIP:** You must present evidence that you have a legitimate relationship with the person who has petitioned for you, such as letters, photographs, telephone bills and/or any other evidence that demonstrates your relationship. If the petitioner is your stepparent, you must present a copy of both sides of your biological parent's permanent resident card (green card) OR other evidence that demonstrates the marital relationship between your biological parent and your stepparent. **If the petitioner is your spouse, we strongly recommend that he/she accompany you to the interview.**

- **JUDICIAL AND PRISON RECORDS:** Persons who have been arrested for any reason in any country (including the United States) or who have any judicial/prison record must present copies of ALL documents related to the case, even if there was an amnesty or other act of clemency or even if the person was found innocent or the charges were dropped. In Venezuela, prison records and penal certificates are unavailable to individuals, although state institutions may request for official purposes at no charge.
- **MILITARY RECORD:** You must obtain your record of military service, if applicable and obtainable. In Venezuela, these are unobtainable.
- **POLICE CERTIFICATE:** An applicant must present a police certificate, if obtainable, from his or her country of current residence and country of nationality, if residence in such country exceeds six months. Police certificates are required from countries of previous residence, if residence there was for more than one year. Please note that for Venezuela, we only accept police certificates that are issued by the *Ministerio del Poder Popular de Relaciones Interiores, Justicia y Paz*. We cannot accept police certificates or certificates of good conduct from any state or municipality. Please consult <http://travel.state.gov/visa/reciprocity/index.htm> for any questions regarding obtaining a police certificate.
- **EVIDENCE OF ECONOMIC SOLVENCY:** You must present a **Form I-864 (Affidavit of Support Under Section 213A of the Act)** from the petitioner, even if he or *she is not working, along with the last three years of federal tax* documents. If the petitioner does not file income taxes, they must provide a **letter** describing their situation. To utilize the income of a spouse of the petitioner or other member of household of the petitioner, they must complete a **Form I-864A (Contract between Sponsor and Household Member)**
- **MEDICAL EXAMINATION:** You must go undergo a medical examination and, in some cases, receive vaccinations. Please refer to our **Information sheet Concerning the Medical Examination and Vaccinations** for the steps to follow.
- **TRANSLATIONS:** All documents that are neither in English nor Spanish must be translated into English by a competent translator.

THIRD: If you wish to retain an original document, you must bring a photocopy of the original as the Consular Section does not provide photocopying services. The consular officer will return the original to the applicant by request after completion of the interview. We strongly recommend that applicants keep a duplicate file copy of all documents submitted in connection with the application, with the exception of medical results, as medical results must remain sealed until the time of the interview.

LAST: When you arrive at the U.S. Embassy, please ask to be directed to the Immigrant Visa Unit. You have to wait in line for security screening, but not in the same line as nonimmigrant visa applicants. The Immigrant Visa Unit has a numbered ticket dispenser, and you will be called in the order of your arrival.

Only applicants, the petitioner, and their registered attorney will be allowed access to the Consular Section compound. Children under age 18 may be accompanied by one of their parents or a guardian.

The consular officer cannot decide whether or not to issue you an immigrant visa until you formally apply and are interviewed. Therefore, we strongly recommend that you NOT make non-refundable arrangements or other travel plans until and unless you actually receive your visa.

Once an immigrant visa is approved, the Immigrant Visa Unit will return the applicant's passport containing the immigrant visa and corresponding document package to the applicant via a local courier service, DHL. The estimated delivery time is 5 to 10 business days. The service costs Bs. 100.

QUESTIONS: Please feel free to visit the Immigrant Visa Unit's website.

Información de Aranceles Consulares

Below are the application fees for the different kinds of immigrant visas:

- Immediate relative and family preference visas: US\$230 (BsF 1,449 at the current exchange rate)
- Employment-based visas: US\$405 (BsF 2,551.50)
- Diversity Visas: US\$330 (BsF 2,079)
- All other immigrant visas US\$220 (BsF 1,386)

Note that most applicants, once their visa applications are approved, must pay the USCIS Immigrant Visa Fee.